

Springboard! Guide for Teachers

1. Teachers must check with their IT department to ensure computer compatibility. The link listed below is an easy way to confirm that your schools computers will work with the Springboard! system. Use this link to run a system check on your computers. This must be completed before any tests are posted or taken.
https://springboard.uakron.edu/d2l/tools/system_check/systemcheck.asp?ou=6605
2. Teachers must submit a roster which includes a unique 9 digit identifier for each student. After submitting the roster to the Akron Area College Tech Prep office you will receive usernames and passwords for each student participating in the course.
3. Test dates will be sent out prior to the semester beginning. It is your responsibility to confirm that the test dates do not interfere with any holidays, in-service days, spring breaks etc. which would affect your ability to participate on the assigned dates. We will work with you to accommodate your students and set up additional days that they are able to take the tests if we know prior to the start of the semester.
4. Tests will be open for students on the Monday of the testing week at 8:00 am. Testing will end on the Friday of the testing week promptly at 5:00 pm.
5. Students will only have 60 minutes to take the test, no stopping and starting of testing will be permitted. No additional time will be allowed.
6. Grades will only be sent out at the **end** of the semester. One of the advantages of using Springboard! is the ability of your students to instantly access their grade. Students can log back in to Springboard! and have access to their grades at anytime throughout the semester.
7. Any student who is unable to take a test due to illness or family emergency will be eligible to make up that test at a later date, but it is the responsibility of the teacher to notify the Tech Prep office immediately so that an extension can be guaranteed.
8. If a fire, tornado, or other school emergency occurs we will need to be notified immediately and will discuss with University officials the proper course of action to secure the integrity of the test. Please work with your school officials to avoid scheduling UA exams and safety drills whenever possible. This will save having to handle situations retroactively.
9. In order to maintain the integrity of your Credit Banking Agreement, it is your responsibility to ensure a legitimate test environment for your students. Review with your students the Academic Integrity section of the Springboard! Guide for Students prior to testing. (Please note that no other web pages/windows may be open during the Springboard! test.)